



City of Asheville Job Postings
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P.O. Box 7148
Asheville, NC. 28802

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Department: Administration

Position: Real Estate Manager - Economic Development Department 9901303

Date Posted: 2/15/2007

Deadline:

Weekly Hours: 37.5

Shift: Day

Salary: \$45,157.69 - \$59,834.01

Full / Part Time: Full Time

Requirements Bachelor's degree in business administration, urban planning, public administration, urban planning, public administration or a related field and 3 to 5 years of related experience; and/or any equivalent combination of training and experience required to perform the essential position functions. NC Real Estate Broker License or ability to obtain within 6 months.

Position requires performance of administrative, professional and technical work managing the City's real estate portfolio and redevelopment projects. Employee is responsible for conducting complex and confidential negotiations on real estate matters; designing and modifying program guidelines and materials; reviewing and approving appraisals; bid and contract preparation; real property acquisition; property disposition; managing the lease of City property and assets; and providing assistance with relocation of displaced persons. This position serves as advisor to the Economic Development Director, City Manager and City Council.

Department: Engineering

Position: Assistant Traffic Engineer 9901031

Date Posted: 12/16/2005

Deadline:

Weekly Hours: 37.5

Shift: Day

Salary: \$43,007 - \$54,509 (Hiring Range)

Full / Part Time: Full Time

Requirements Bachelor's degree in civil engineering or a related field with a concentration in traffic or transportation, and 3 to 5 years of related experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

Special Requirements: Registration as an Engineer Intern (EI) by the North Carolina Board of Examiners for Engineers and Surveyors. Possession of registration as a Professional Engineer (PE) by the North Carolina Board of Examiners and Surveyors within 2 years of date of hire. Possession of a valid North Carolina driver's license or possession of same upon date of hire.

Position: Facility Attendant 9901306

Date Posted: 2/22/2007

Deadline:

Weekly Hours: 40

Shift: Day/Even

Salary: \$9.50

Full / Part Time: Full Time

Requirements Some experience in custodial work; and/or any equivalent combination of training and experience required to perform the essential position functions. (Parking Services Division)

On-Call: No guaranteed hours, based on Department needs **Temporary: Short term**
Variable Shift: Days, P.M., or combination **Variable Hours: Schedule subject to change**

Page 1 of 8

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Position: Transit Planner - 9901221**Date Posted:** 9/22/2006**Deadline:****Weekly Hours:** 37.5**Shift:** Day**Salary:** \$39,008 - \$64,364 DOQ**Full / Part Time:** Full Time

Requirements Bachelor's degree in transportation planning, urban planning, engineering or a directly related field; master's degree and AICP preferred; and 3 to 4 years of related experience in Public Transportation, particularly with National Transit Data Base reporting, grant origination, and CPI and TIP programming and management.

Department: Finance**Position: Accountant 9901253****Date Posted:** 11/17/2006**Deadline:****Weekly Hours:** 37.5**Shift:** Day**Salary:** \$35,382.27 - \$42,458.68**Full / Part Time:** Full Time

Requirements Bachelor's degree in accounting, finance, or a related field and 1 to 2 years of related experience. Government accounting, CPA, and GFOA certification preferred. Must be bondable; and/or any equivalent combination of training and experience required to perform the essential position functions. (Occasional nights/weekends required)

Position: Assistant Chief Financial Officer 9901270**Date Posted:** 1/5/2007**Deadline:****Weekly Hours:** 37.5**Shift:** Day**Salary:** \$52,275.65 - \$86,254.85 DOQ**Full / Part Time:** Full Time

Requirements Bachelor's degree in accounting, finance, business administration or a related field, with a master's in business, accounting, or public administration preferred. Professional certification as a CPA is required with five to seven years of progressively responsible experience in governmental accounting and fiscal administration. Three to five years of supervisory experience is also required.

Position: Budget Technician 9901334**Date Posted:** 4/5/2007**Deadline:** 4/20/2007**Weekly Hours:** 37.5**Shift:** Day**Salary:** \$13.54**Full / Part Time:** Full Time

Requirements Associate's degree in business administration, finance, accounting or a related field and 1 to 2 years of related experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

Department: Information Technology

Position: Information Technology Support Manager 9901333

Date Posted: 3/28/2007

Deadline:

Weekly Hours: 37.5

Shift: Day

Salary: \$49,786.40 - \$65,967.03

Full / Part Time: Full Time

Requirements Requires BA Degree in information systems management or a related field, and 6 to 9 years of experience in troubleshooting, training and/or help desk management, including supervisory experience; and/or any combination of training and experience required to perform the essential position functions. Public Safety experience is a plus.

Position requires management and supervision of support services staff. Duties include responsibility and accountability for: the help desk and first call resolution work orders; escalation of work orders to technical services; testing and end-user training; workstation deployment; authoring and enforcement of process & standards documentation; maintaining a documentation and troubleshooting library and intranet; project management and follow-up for enterprise projects; and first line support for both 800Mhz radios and Cisco VoIP telephone systems. Position also handles vendor and customer relationship management. .

Department: Parks & Recreation

Position: Assistant Pool Manager 9901287

Date Posted: 2/1/2007

Deadline:

Weekly Hours: 40

Shift: Variable

Salary: \$9.68

Full / Part Time: Temporary

Requirements Responsible for assisting in the overall management and supervision of pool operations, staff, activities, and administration. Must be currently certified in Red Cross CPR/PR, WSI, Lifeguard, and First Aid. .

Position: Custodian 9901326

Date Posted: 3/23/2007

Deadline:

Weekly Hours: 40

Shift: Day

Salary: \$9.50

Full / Part Time: Full Time

Requirements Some experience in custodial work; and/or any equivalent combination of training and experience required to perform the essential position functions. .

On-Call: No guaranteed hours, based on Department needs **Temporary:** Short term
Variable Shift: Days, P.M., or combination **Variable Hours:** Schedule subject to change

Page 3 of 8

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Position: Education/Exhibits Assistant 9901338**Date Posted:** 4/5/2007**Deadline:** 4/20/2007**Weekly Hours:** 40**Shift:** Day**Salary:** \$12.69 - \$15.23**Full / Part Time:** Full Time

Requirements Bachelor's degree from an accredited four-year college or university with major coursework in biology, the natural or environmental sciences, education, or a related field, with familiarity with the plants and animals native to the Southern Appalachian Mountains preferred, and some experience in a nature center, natural history museum or a related setting; effective oral and written communication skills, and basic office skills; and/or any combination of training and experience required to perform the essential position functions; excellent written, oral, and customer service skills required.

This is a mid-level entry position, requiring environmental education and experience, personal motivation, a creative mind, and a desire to work with youth and adults on a Tuesday - Saturday schedule including some holidays, evenings, and special events. An outgoing personality and willingness to speak and interact with visitors in a professional and educational manner is required.

Position: Elevator Operator 9901327**Date Posted:** 3/23/2007**Deadline:** 4/6/2007**Weekly Hours:** 25**Shift:** Day**Salary:** \$9.50**Full / Part Time:** Part Time

Requirements Any combination of relevant education, training, and experience approximately equivalent to completion of the eleventh school grade, with some experience with the public required; and/or any equivalent combination of training and experience required to perform the essential position functions.

Position: Events Specialist 9901337**Date Posted:** 4/5/2007**Deadline:** 4/20/2007**Weekly Hours:** 40**Shift:** Day**Salary:** \$14.69 - \$17.63**Full / Part Time:** Full Time

Requirements Bachelor's degree in recreation management, leisure studies or a related field and 2 to 3 years of related experience; and/or any equivalent combination of training and experience required to perform the essential position functions. Must possess a valid driver's license issued by the State of North Carolina.

Position: Head Lifeguard 9901288**Date Posted:** 2/1/2007**Deadline:****Weekly Hours:** 40**Shift:** Variable**Salary:** \$9.21**Full / Part Time:** Temporary

Requirements Responsible for managing the swim lessons programs and assisting Pool Manager in general duties. Must be currently certified as a Red Cross Lifeguard and Water Safety Instructor, and certified in Red Cross CPR/PR and First Aid. Possession of Lifeguard Management Certificate preferred.

On-Call: No guaranteed hours, based on Department needs **Temporary:** Short term
Variable Shift: Days, P.M., or combination **Variable Hours:** Schedule subject to change

Page 4 of 8

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Position: Labor Crew Supervisor II 9901328**Date Posted:** 3/23/2007**Deadline:** 4/6/2007**Weekly Hours:** 40**Shift:** Day**Salary:** \$13.33 - \$15.99**Full / Part Time:** Full Time

Requirements HS/GED and 6 to 9 years of responsible, related maintenance and construction experience, including 3 to 5 years of supervisory experience. Must possess a valid driver's license issued by the State of NC; NC Pesticide Applicator's License or ability to obtain within 1 year of date of hire; background in turf maintenance and/or athletic field maintenance; and/or any equivalent combination of training and experience required to perform the essential position functions.

Position: Lifeguard 9901291**Date Posted:** 2/1/2007**Deadline:****Weekly Hours:** 20 - 40**Shift:** Variable**Salary:** \$8.77**Full / Part Time:** Temporary

Requirements Responsible for the safety and well-being of guest, both in the pool and surrounding area. Assist with pool operations and activities. Must be currently certified as a Red Cross Lifeguard and Water Safety Instructor, and certified in Red Cross CPR/PR and First Aid.

Position: Night Watchman 9901285**Date Posted:** 2/1/2007**Deadline:****Weekly Hours:** 40**Shift:** Variable**Salary:** \$7.57**Full / Part Time:** Temporary

Requirements Some experience in the supervision or security of a facility; ability to work with the general public.

Position: Playground Leader 9901272**Date Posted:** 1/12/2007**Deadline:****Weekly Hours:** 25**Shift:** Day**Salary:** \$9.21**Full / Part Time:** Part Time

Requirements Responsible for planning, organizing, and leading a daily schedule of varied recreational activities at community centers for youth ages 6-14. Must have experience planning & leading recreation programs with children, or be enrolled in college for education, recreation, PE, or comparable curriculum. Minimum age: 19 or 18 with 1 year of college.

Position: Playground Leader 9901320**Date Posted:** 3/8/2007**Deadline:** 4/16/2007**Weekly Hours:** 40+**Shift:** Variable**Salary:** \$9.21 - \$12.12**Full / Part Time:** Temporary

Requirements HS/GED and enrolled in college for education, recreation, PE, or comparable curriculum. WFR, WFA, and Lifeguard certifications preferred. Minimum age: 19 or 18 with one year college.

Description of Duties: Responsible for planning, organizing and leading a daily schedule of varied outdoor recreational activities for youth ages 6 - 17. Must have experience with instruction of outdoor activities, leading programming and working with youth. Hours vary with at least three overnight camping trips.

On-Call: No guaranteed hours, based on Department needs **Temporary:** Short term
Variable Shift: Days, P.M., or combination **Variable Hours:** Schedule subject to change

Page 5 of 8

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Position: Pool Cashier 9901290**Date Posted:** 2/1/2007**Weekly Hours:** 20 - 40**Salary:** \$7.01**Requirements** Responsible for the safe and accurate entry of pool guest. Includes group sales and daily admissions.**Deadline:****Shift:** Variable**Full / Part Time:** Temporary

Position: Pool Manager 9901286**Date Posted:** 2/1/2007**Weekly Hours:** 40**Salary:** \$10.15**Requirements** Responsible for the overall management and supervision of pool operations, staff, activities, and administration. Must be currently certified in Red Cross CPR/PR and First Aid. Minimum age: 21 Lifeguard Management Certification and Certified Pool Operator required. (3 positions)**Deadline:****Shift:** Variable**Full / Part Time:** Temporary

Position: Recreation Assistant - Burton St. 9901317**Date Posted:** 3/2/2007**Weekly Hours:** 15**Salary:** \$9.21**Requirements** HS/GED and 6 months to 1 year experience in recreation programming or management; and/or any equivalent combination of training and experience required to perform essential position functions. Possession of a valid, appropriate driver's license issued by the State of North Carolina. (Burton Street)**Deadline:****Shift:** Variable**Full / Part Time:** Temporary

Position: Recreation Asst. - Shiloh Center 9901318**Date Posted:** 3/2/2007**Weekly Hours:** 20**Salary:** \$9.21 - \$11.05**Requirements** HS/GED, and 1 year of experience in recreation programming or management; and/or any equivalent combination of training and experience required to perform essential position functions. Possession of a valid, appropriate driver's license issued by the State of North Carolina. Experience working with youth, teens, and adults a plus.**Deadline:****Shift:** Day**Full / Part Time:** Part Time

Position: Seasonal Laborer I - 9901300 Park Maint**Date Posted:** 3/1/2007**Weekly Hours:** 40 - 60**Salary:** \$9.50**Requirements** HS/GED and demonstrated ability to perform required job tasks; and/or any equivalent combination of training and experience required to perform the essential position functions. (4 positions)**Deadline:****Shift:** Day**Full / Part Time:** Temporary

On-Call: No guaranteed hours, based on Department needs Temporary: Short term
Variable Shift: Days, P.M., or combination Variable Hours: Schedule subject to change

Page 6 of 8

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Position: Teen Leaders 9901271**Date Posted:** 1/12/2007**Weekly Hours:** 40**Salary:** \$10.15**Deadline:****Shift:** Day**Full / Part Time:** Temporary**Requirements** HS/GED and completion of two semesters of college level courses as a full-time student. Minimum age: 19 or 18 with 1 year of college; some experience working with teens preferred. .

Department: Planning**Position: Planning and Development Director 9901330****Date Posted:** 3/30/2007**Weekly Hours:** 37.5**Salary:** DOQ**Deadline:****Shift:** Day**Full / Part Time:** Full Time**Requirements** Bachelor's degree in planning, architecture, engineering or a related field and a minimum of 10 years of related experience; a master's degree in planning or public administration preferred; and/or any equivalent combination of training and experience.

Position requires leading long-range planning, development review, historic preservation, and community development programs. The successful candidate will have experience in: managing a variety of planning and development programs; handling a high volume of permitting and development review cases; addressing affordable housing issues in a comprehensive manner; managing community input and outreach in a proactive fashion; developing innovative solutions to land use and economic development issues; facilitating downtown redevelopment; and negotiating and implementing development incentives and public-private partnerships. .

Department: Police**Position: Police Officer Trainee****Date Posted:** 11/29/2005**Weekly Hours:** 40**Salary:** \$28,769.00**Deadline:****Shift:** Rotate**Full / Part Time:** Full Time**Requirements** Responsible for performing protective services work as either a non-sworn officer-in-training or a newly sworn officer-in-training for the City of Asheville. Duties and skill abilities include successfully attending BLET training, completing Field Training with a police officer, patrolling the city, answering complaint calls, assisting citizens, investigating and securing crime scenes, apprehending or citing violators or suspects. Applicant must be 20 years of age or older, be a US citizen, have a valid NC operator's license, and have a minimum of 60 curriculum semester hours. Applicants with 30 semester hours and/or 3 years of military or civilian law enforcement can be considered for employment if they agree to an education contract. Must be able to successfully complete the state certification process to include a background examination, truth verification examination, physical examination and psychological examination. .

On-Call: No guaranteed hours, based on Department needs **Temporary: Short term**
Variable Shift: Days, P.M., or combination **Variable Hours: Schedule subject to change**

Page 7 of 8

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Department: Public Works

Position: Laborer I - Sanitation 9901324

Date Posted: 3/15/2007

Weekly Hours: 40

Salary: \$9.50 - \$10.31

Requirements HS/GED and demonstrated ability to perform required job tasks within the Sanitation Division; and/or any equivalent combination of training and experience required to perform the essential position functions. Some solid waste experience preferred.

Deadline:

Shift: Day

Full / Part Time: Full Time

Position: Motor Equipment Operator II - Sanitation 9901276

Date Posted: 1/19/2007

Weekly Hours: 40

Salary: \$10.96 - \$13.16

Requirements HS/GED and 1 to 2 years of experience in the operation of heavy motorized equipment, and possession of a valid Class "B" CDL issued by the State of North Carolina; and/or any equivalent combination of training and experience required to perform the essential position functions.

Deadline:

Shift: Day

Full / Part Time: Full Time

Position: Motor Equipment Operator III (San. Div) 9901331

Date Posted: 3/28/2007

Weekly Hours: 40

Salary: \$12.09 - \$14.51

Requirements HS/GED and 2 to 3 years of experience in the operation of heavy motorized equipment (automated sanitation truck); possession of a Class "B" CDL issued by the State of NC; solid waste experience preferred; and any equivalent combination of training and experience required to perform the essential position functions. (Sanitation Division)

Deadline:

Shift: Day

Full / Part Time: Full Time

Department: Water

Position: Assistant Superintendent Customer Services 9901261

Date Posted: 3/15/2007

Weekly Hours: 37.5

Salary: \$39,008.91 - \$46,810.68

Requirements Associate's or Bachelor's degree in Business Administration, Public Administration; Accounting, 3 to 5 years supervisory experience in customer service and/or call center supervisory experience, computer skills, including Microsoft Office, accounting software, and work order software; and/or any equivalent combination of training and experience required to perform the essential position functions. Position requires in-person and telephone contact with customers.

Deadline:

Shift: Day

Full / Part Time: Full Time

Position: Water Maintenance Worker Trainee 9901125

Date Posted: 5/22/2006

Weekly Hours: 40

Salary: \$9.95

Requirements High School diploma or GED. Able to obtain a Class "A" CDL within 6 months, and obtain a Class "C" Water Distribution Certification within 2 years of hire date. Must display initiative and ability to perform hard manual labor.

Deadline:

Shift: Day

Full / Part Time: Full Time

On-Call: No guaranteed hours, based on Department needs **Temporary:** Short term
Variable Shift: Days, P.M., or combination **Variable Hours:** Schedule subject to change

Page 8 of 8

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